

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Risk Assistant	<u>Revision Date:</u>	02/06
			<u>EEO Function:</u>	Financial Admin.
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	40103

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Risk Manager, assists and participates in the administration of the City's risk management, claims and safety programs and performs other related clerical duties.

III. Essential Duties

- Answer and direct incoming phone calls and walk-in traffic
- Pursues subrogation claims on behalf of City departments, often interacting with insurance adjusters and department personnel
- Responds to claimants and others in a mature, polite and courteous manner
- Assists in administration of Safety Award programs
- Prepares agendas and makes and drafts minutes of meetings
- Prepares and files a variety of documents
- Types or prepares various documents and correspondence including letters, memos, spreadsheets, etc.
- Sorts and distributes incoming mail
- Files and records multiple complex insurance documents in various filing systems, taking and remembering moderately complex directions
- May handle various, specially assigned activities as designated by the City Risk Manager.

IV. Marginal Duties

- Photocopy and distribute various documents.
- Performs other duties as assigned.

V. Qualifications:

Education: Must have high school diploma or equivalent with demonstrated competence in office related classes, training or experience. Some college preferred.

Knowledge of: Proper English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment.

Responsibility for: Responsibility for the care, condition, and use of materials; and for the professional handling of confidential documents and records.

Communication Skills: Must have excellent oral and written communication skills; regular contact with the public.

Tool, Machine, Equipment Operation: Requires regular use of a computer, printer, copier, fax machine, and telephone system; occasional use of a typewriter. Must be skilled in computer software applications, including Word, WordPerfect, PowerPoint and Excel.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public; organized and punctual.

VII. Working Conditions:

Mental effort is required daily; Work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.